

Form 1330 – DECISION OF A LICENSED SCHOOL TO CEASE OPERATIONS IN ARKANSAS **No Fee**

**SBPCE Rules and Regulations, Section VIII**  
(Lines will expand as needed)

**A. SCHOOL INFORMATION – FOR SCHOOL CEASING OPERATIONS**

NAME OF SCHOOL			
ADDRESS (LOCATION)			
CITY	STATE	ZIP	

**B. CONTACT INFORMATION FOR PERSON RESPONSIBLE FOR CLOSING ARRANGEMENTS**

NAME OF CONTACT			
ADDRESS (MAILING)			
CITY	STATE	ZIP	
TELEPHONE NUMBER		TOLL-FREE NUMBER	
FAX NUMBER		E-MAIL ADDRESS	

**C. GENERAL INFORMATION**

If the school is not physically located in Arkansas, are any Arkansas residents currently enrolled?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If the school is physically located in Arkansas, how many Arkansas residents are enrolled?	
Have arrangements been made for all students to complete their training?	<input type="checkbox"/> YES <input type="checkbox"/> NO
How many students have not yet completed their training?	
Who will provide the training and where will the training be offered that is necessary for students to complete their programs?	

**D. STUDENT RECORDS FOR SCHOOLS LOCATED IN ARKANSAS**

Arkansas Annotated Code § 6-51-606 (I) requires student records from a closing school located in Arkansas to be submitted to the Board.

Regulation VIII. CLOSING OF SCHOOLS (4) The school shall deliver all student academic and financial aid records for the previous three (3) years of the school's operation to the Director and all student transcripts from the time the school was licensed. The records delivered to the Director shall be arranged in alphabetical order and stored in standard record storage boxes clearly marked as to contents. If the school has been using an electronic format for storage of records, the Board shall be provided with a legal copy of the software so that records can be reproduced as needed. If a legal copy of the software is not provided to the Board, the school shall submit the documents in printed format.

Schools located in Arkansas shall complete **FORM 1350 – STUDENT INFORMATION SHEET FOR A CLOSING SCHOOL** for **each** student that has been in attendance within the previous ninety (90) calendar days of the date of the school closing.

#### **STUDENT RECORDS FOR SCHOOLS NOT LOCATED IN ARKANSAS**

Schools not located in Arkansas shall complete **FORM 1350 – STUDENT INFORMATION SHEET FOR A CLOSING SCHOOL** for **each Arkansas student** that has been in attendance within the previous ninety (90) calendar days of the date of the school closing.

<b>Where will the student records for your school be maintained?</b>	
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<b>DATE STUDENT RECORDS WILL BE DELIVERED TO THE BOARD</b>	
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<b>FORMAT OF DOCUMENTS TO BE DELIVERED</b>	
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<b>OFFICIAL CLOSING DATE OF SCHOOL</b>	
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#### **STATEMENT OF COMPLIANCE**

Under penalty of perjury, I certify that the statements made on this form are true, complete, and accurate.

Printed Name of Official		Title	
Signature of Official (Sign in Blue Ink)		Date	